



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

880122-04

FOR AGENCY USE		1. Agency Address	FOR RECORDS MANAGEMENT USE	
Application Date		Office of Commissioner of Insurance Insurance Department, Rating Division 716 West Tower, Floyd Building No. 2 Martin Luther King Drive Atlanta, Georgia 30334	Application Number	88-22
Application Number			Date Received	Date Completed
			JAN 22 1988	MAY 19 1988
2. Person to Contact		Working Title	Telephone Number	
Tommy Hutchens		Transferring Records Custodian	656-2023	
3. Action Requested				
a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate.				
b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated.				
c. <input checked="" type="checkbox"/> Amend Application No. 74-341A Check One: <input type="checkbox"/> Change; <input checked="" type="checkbox"/> Supersede; <input type="checkbox"/> Void				
4. Dates of Series		5. Records Series Title (followed by title used in office, if different)		
Earliest	Latest	Insurance Expense Exhibits received from property and casualty insurance companies		
1955	Present			
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?				
<p>The Commissioner of Insurance determines that state-appropriated funds are paid to and deposited with the State Treasurer within the sums provided by law. The Commissioner of Insurance also regulates insurance companies, their agents and operation; regulates industrial loans of less than \$3,000; and oversees the enforcement of the State's fire safety laws and mobile home sales regulations.</p> <p>The Insurance Division supervises insurance companies and agents, collects premium taxes, examines policy forms and policy rates, and administers insurance related laws. The Division also licenses agents and companies and investigates consumer complaints.</p>				
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.				
Documents relating to: Expenses incurred and losses paid for the current calendar year for the State of Georgia and countrywide.				
Included are:				
File is arranged: Alphabetically by name of insurance company.				
8. Monthly Reference Rate How often are records referred to which are:				
One to six months old <u>25 5</u> ; Seven to twelve months old <u>25 4</u> ; Thirteen to twenty-four months old <u>12 2</u> ; twenty-five months and older <u>5 0 ?</u> <u>OK 1/21/88</u>				
9. Annual Rate of Accumulation of Records				
Letter-size drawers <u>25</u> ; Legal-size drawers <u>1</u> ; Shelves <u>2</u> ; Other (specify) <u>Hanging files 3 rows</u>				
Current accumulation: <u>6 cu. ft.</u> <u>OK 1/21/88</u>				

☒ If not, where is it?

☐ b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.

☒ c. Is this a vital record?

☒ d. Does this series have historical or long term research value?

☒ e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?

☒ f. Is the information contained in this series ever published? If yes, attach copy.

☒ g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.

☒ h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?

☒ i. Is this series (or a major portion of it) regularly microfilmed?

☒ j. Does the record series result in a computer printout?

**11. Retention Requirements** The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	8 _____ years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

**12. Approved Disposition Instructions** This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other \_\_\_\_\_ then,

☒ Microfilm

☒ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then until microfilm is verified; then

☐ Transfer to local holding area, hold \_\_\_\_\_ year(s); then

☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then

☒ Destroy. *paper copy 4/21/88*

☐ Transfer to State Archives for permanent retention.

☒ Other (Specify)

These records are part of annual statements kept on microfilm according to retention schedule # 81-124-A.

Reference Microfilm Copy (Office Reference Copy) - Hold in current files area 8 years; then destroy.

*4/28/88 duplicating master*  
Master Duplicate Copy (Public Research Copy) - Transfer to State Archives for ~~permanent retention~~ *reference use. 4/21/88*

Security Microfilm Copy (Vital Records Copy) - Transfer to State Archives for security ~~retention and archival retention.~~ *4/28/88*

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	<i>11/16/87</i>	<i>Fred Anderson</i>	<i>11-18-87</i>
State Records Committee (Signature)		Date	
State Auditor/Designee	<i>[Signature]</i>	<i>5-4-88</i>	
Secretary of State/Designee	<i>Edward Ueldon</i>	<i>2 May 1988</i>	
Attorney General/Designee	<i>[Signature]</i>	<i>May 88</i>	

880122-04  
Recommendations in paragraph 12 are approved.  
(If disapproved, attach letter of explanation.)  
88-22